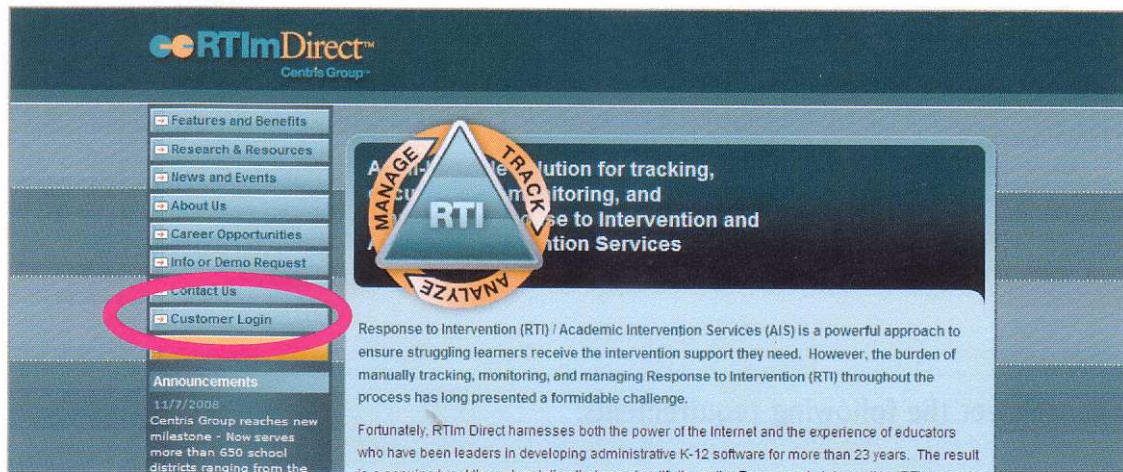
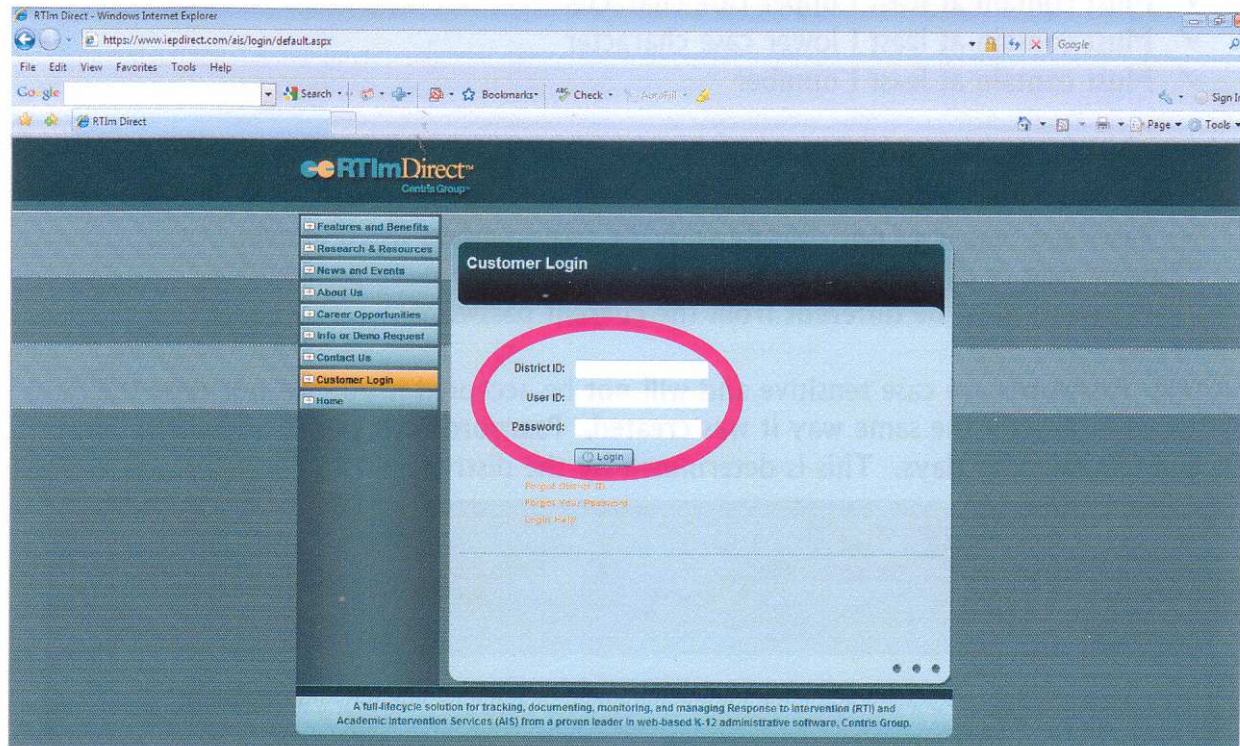


RTIm Direct LOGIN PROCEDURES

Website: www.rtimdirect.com



Click on: Customer Login



Your system administrator will provide you with your login information.

District ID - identifies the school district.

User ID - identifies who you are.

Password - This is your password to access the application. New users are assigned a temporary password by the system administrator and will be prompted to enter in a new confidential password immediately upon entering the application.

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Reset Password

Save Cancel

Please enter your new password below.

The new password must be at least 9 characters and contain the following:

- One upper case character
- One lower case character
- One number

New Password :

Reenter New Password :

* Required Field

Save Cancel

Passwords must meet the following requirements:

- ✓ Must be at least 9 characters in length
- ✓ Must contain at least 1 upper case character
- ✓ Must contain at least 1 lower case character
- ✓ Must contain at least 1 number

Error Messages the user might receive:

"Please enter a valid password."

Password that does not comply with the requirements listed above.

"Password must be different from current password. Please enter a new password."

Password must be different from the current password.

NOTE: Passwords are case sensitive and will not be accepted if you do not type the password in exactly the same way it was created. Passwords can expire anywhere between 30 and 180 calendar days. This is determined by the district.

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My Students Messages Letters/Reports Listings Maintenance My Information

Reset Password

Back to My Account

Your password has been updated. Please use the new password next time you log in.

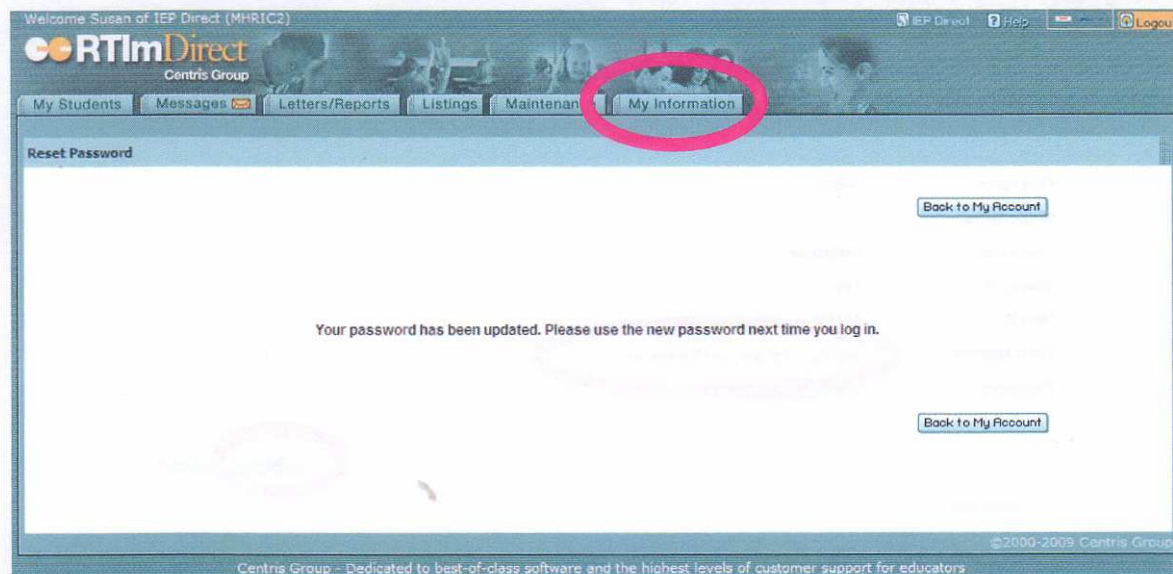
Back to My Account

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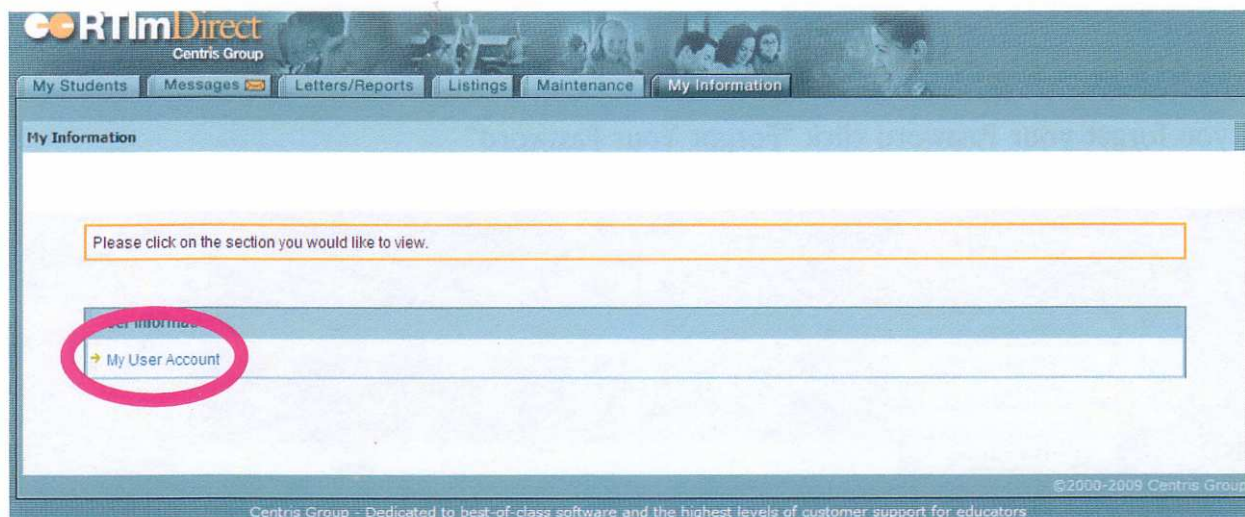
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ENTER USER INFORMATION

Click on the "My Information" tab.



Click on "My User Account"



Enter in your district email address and click on the Save button.

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My Students Messages Letters/Reports Listings Maintenance My Information

My User Account

Save Cancel

First Name: Susan
Middle Name:
Last Name: Alexander
District ID: 740
User ID: 157108
Email Address: district.email@account@mhric.org *
Password: [Redacted]

* Required Field

Save Cancel

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FORGOT YOUR PASSWORD

If you forget your Password click "Forgot Your Password"

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Features and Benefits
Research & Resources
News and Events
About Us
Career Opportunities
Info or Demo Request
Contact Us
Customer Login
Home

Customer Login

District ID: 740
User ID:
Password:

Login

Forgot Your Password

You will get a pop-up screen to enter in your District ID and User ID and click on the "Save" button.

Forgot Your Password

Please provide the required information in order to retrieve your password. An email will be sent to the email address that was entered onto the My Information Tab. If you did not enter an email address please contact your Central Office Staff to reset your password.

District ID: * Forgot District ID

User ID: *

* Required Field

You will receive the following pop-up and click "OK".

Forgot Your Password

An email has been sent containing your password.

Using “New Student” to Search for Student

1. From the **My Student** screen click on **New Student** located below the **Messages** tab.

The screenshot shows the AISM Direct web application. The 'New Student' button is circled in red. The interface includes a toolbar with 'My Students', 'Messages', 'Letters/Reports', 'Listings', and 'Maintenance'. Below the toolbar, there's a search area with 'Sites: All Sites', '0 Selected', and 'Clear Selected'. A 'Page View' dropdown is set to 'Ada-Wes'. A table lists students with checkboxes and names: Adams, Bryan; Dean, James; Murray, Ty; Stewart, Tony; Clown, Bozo*; Duck, Donald; Smith, Amanda; Westbrook, Brian; Crow, Sheryl*; Geller, David; Smith, Mindy. The footer indicates '©2000-2006 Centris Group'.

2. Select **New Student** on the toolbar below the **My Students** tab.
3. **Step 1 - Add New Student** screen appears. The only required field, denoted by a red asterisk (*) is the Last Name. Type in the students **Last Name only** and click on the **Next** button.

The screenshot shows the 'Step 1 - Add New Student' form. The 'Last Name' field is circled in red and contains the text 'Smith'. The 'Next' button is also circled in red. The form includes fields for First Name, Middle Name, Birth Date, and Gen Ed #. A legend indicates that an asterisk (*) denotes a required field. The footer shows '© 2000-2007 Centris Group LLC'.

- A box will appear on the right side of the screen containing possible student matches.

Step 1 - Add New Student

According to a system search, it is possible that this student already exists in the system. If you are certain that the student you are attempting to add is not listed below, you may proceed with adding this student into the system.

Last Name: *

First Name:

Middle Name:

Birth Date:

Gen Ed #:

*Required Field

Do any of the students below match the one you are entering?

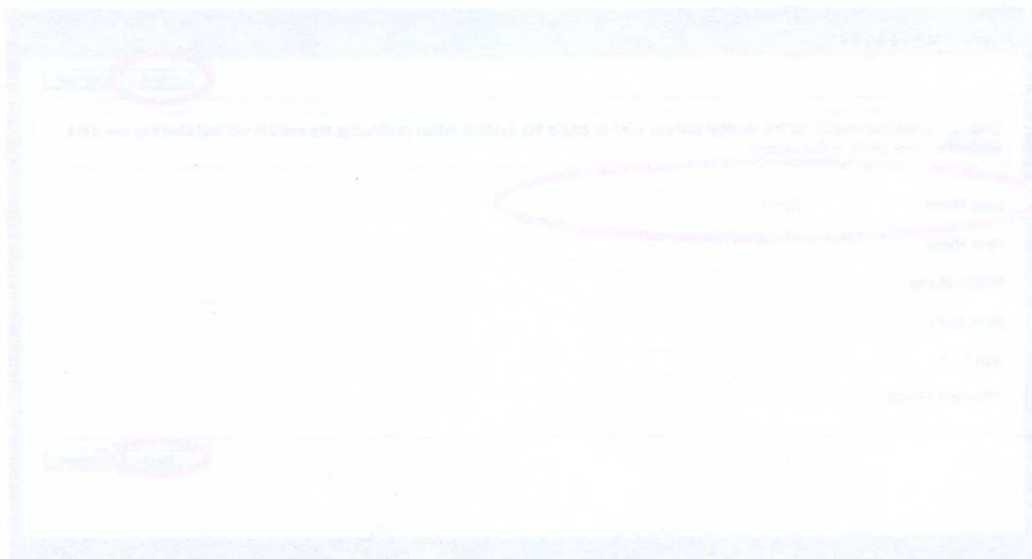
Student Name	Date of Birth	Gen Ed #
Smith, Karen Lynn	1/3/2001	12345
Smith, John	11/19/2001	
Smith, Tammy	3/17/1989	2752
Smith, Andrea	3/17/1991	
Smith, Johnny William	3/31/1999	0098
Smith, Jim	12/12/1990	
Smith, John	3/10/1990	001846499
Smith, Laura Elizabeth	3/5/1990	10203
Smith, Jim	10/12/1990	

Click on student's name to access his/her file.

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Warning: Student's are listed in sounds-like order, not alphabetically. Be sure you can see the entire box, using the scroll bar if necessary, to search the box. Verify student "Date of Birth" and "Gen Ed#".

- Click on student's name. (Do NOT click on)
- If student does not appear in the list, click on and repeat process with the next student. Follow district procedures for student not located in the system.



New Intervention Worksheet

Easily enter a new intervention by following the steps below:

1. On the Student Details screen of the student, navigate to the **Intervention Services** section on the bottom of the screen.

Welcome Casey of IEP Direct (MHRIC) @ IEP Direct | Medicaid Direct | BOSES Direct | Help | Logout

o AISMDirect
Centris Group

My Students | Messages | Letters/Reports | Listings | Maintenance

Student Details | School Year: 2006-2007* | Student Letters/Reports | Last Name Or ID#

Student Information Edit

Last Name:	Smith	First Name:	Mindy	Middle Name:	Margaret
Gen Ed ID#:	8101	Alt ID#:	8101	Gender:	Female
Date of Birth:	12/28/1995	Age:	11 Yrs. 5 Mos.	Social Security #:	
Ethnicity:	White	Native Language:	English	Grade:	06
Designated LEP:	No	Translator:	No		
Address 1:	43 Noxon Road	Address 2:		City:	New Paltz
State:	NY	Zip:	12345	County:	Ulster
Home #:	(845) 555-1991				
Notation:					

Guardians (living with student) Edit

Guardians (not living with student) Edit

State/Local Assessments History Edit

To Do Tasks History Edit

Intervention Services New Intervention History

2. Click on the **New Intervention** button on the toolbar on the top right of the **Intervention Services** section.

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AISM Direct
Centris Group

New Intervention for Giambe, Jason Gilbert

Save Cancel

[Related Areas and Assessments](#) | [RTI Status](#) | [Progress Reports](#) | [Parent Notifications](#)

Created By: Casey Hulse
School Year: 2007-2008
Intervention:
PIR Category:
RTI Level:
Start Date:
End Date:
Mode:
Freq:
Period:
Duration:
Scheduled:
Funding:
Decision:
Status: Pending
Grade:
Site:
Provider:
(SBIT) Case Liaison:
Administrator:
Reasons/Criteria for Services:
Consequences of Not Achieving:
Intervention Curriculum:
Reasons/Criteria for Discontinuation:
Internal Comments:
Report Comments:

Start Date is a required field!
End Date can be left blank until Intervention is discontinued!

Don't forget to change the status to ACTIVE!

Not a required field, but part of the AIS Guidelines.

Don't forget to relate the Assessment to this intervention!

This field may be used for Benchmark Assessments/RTI Status!

This is where Progress Reports are entered.

This section may be used to track contact with parents.

Save Cancel

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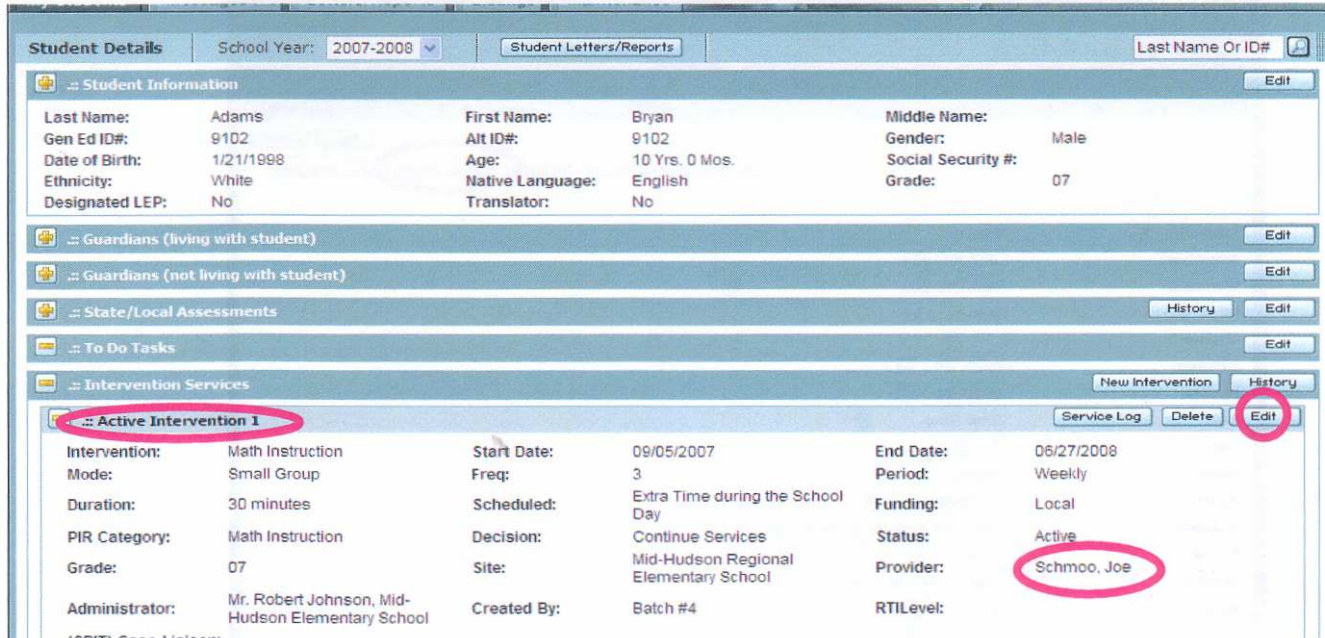
3. Enter the appropriate Intervention information and click **SAVE**.

Created on 10/23/2007 1:37:00 PM

II. Add Progress Reports

To enter **Progress Reports**

Scroll down to find the **Active Intervention** that lists **YOU** as the **PROVIDER** and click on the **Edit** button.



Student Details School Year: 2007-2008 Student Letters/Reports Last Name Or ID#

Student Information Edit

Last Name:	Adams	First Name:	Bryan	Middle Name:	
Gen Ed ID#:	9102	Alt ID#:	9102	Gender:	Male
Date of Birth:	1/21/1998	Age:	10 Yrs. 0 Mos.	Social Security #:	
Ethnicity:	White	Native Language:	English	Grade:	07
Designated LEP:	No	Translator:	No		

Guardians (living with student) Edit

Guardians (not living with student) Edit

State/Local Assessments History Edit

To Do Tasks Edit

Intervention Services New Intervention History

Active Intervention 1 Service Log Delete Edit

Intervention:	Math Instruction	Start Date:	09/05/2007	End Date:	06/27/2008
Mode:	Small Group	Freq:	3	Period:	Weekly
Duration:	30 minutes	Scheduled:	Extra Time during the School Day	Funding:	Local
PIR Category:	Math Instruction	Decision:	Continue Services	Status:	Active
Grade:	07	Site:	Mid-Hudson Regional Elementary School	Provider:	Schmoo, Joe
Administrator:	Mr. Robert Johnson, Mid-Hudson Elementary School	Created By:	Batch #4	RTI Level:	

Click the Add button.

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IEP Direct Medicaid Direct BOCES Direct Help Logout

Edit Intervention : Progress Reports for Adams, Bryan (2007-2008)

Return to Edit Intervention Cancel

Show Detail Add

Progress Report Name	Progress Report Date	Progress Notes
Return to Edit Intervention Cancel		

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The following screen appears.

- Enter **“Progress Report Name”** (such as, “Quarter 1”)
- Enter **Progress Report Date**
- Enter **Progress Report** narrative
- Use Spell Check and/or Insert Paragraph text boxes if necessary
- When finished typing in the Progress reports, **CLICK “Return to Progress Reports”** to save.

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IEP Direct Medicaid Direct BOCES Direct Help Logout

Edit Intervention : Edit Progress Report for Adams, Bryan (2007-2008)

Return to Progress Reports Cancel

Progress Report Name: Quarter 1 *

Progress Report Date: 01/25/2008

Progress Notes: Bryan has worked very hard this Quarter. He continues to need extra help with multiplying and dividing fractions, but has begun to show great progress towards developing these skills further.


Add Edit Order

Show	Category	Sub-Category	Score
Return to Progress Reports Cancel			

* Required field

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You will now be able to see what you have saved and “Show Detail” by pressing the  button. When finished here, press “Return to Edit Intervention”.




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Edit Intervention : Progress Reports for Adams, Bryan (2007-2008)

[Return to Edit Intervention](#) [Cancel](#)

Show Detail [Add](#)

	Progress Report Name	Progress Report Date	Progress Notes
  	Quarter 1	01/25/2008	Bryan has worked very hard this Quarter. He continues to need extra help with multiplying and dividing fractions, but has begun to show great progress towards developing these skills further.

[Return to Edit Intervention](#) [Cancel](#)

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You will now see the Intervention and the Progress Report you just entered.
Click **SAVE**!

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Edit Intervention for Adams, Bryan (2007-2008)

Save **Cancel**

[Related Areas and Assessments](#) | [RTI Status](#) | [Progress Reports](#) | [Parent Notifications](#)

Created By: Batch #4

School Year: 2007-2008

Intervention: Math Instruction

PIR Category: Math Instruction

RTI Level:

Start Date: 09/05/2007

End Date: 06/27/2008

Mode: Small Group

Freq: 3

Period: Weekly

Duration: 30 minutes

Scheduled: Extra Time during the School Day

Funding: Local

Decision: Continue Services

Status: Active

Grade: 07

Site: Mid-Hudson Regional Elementary School

Provider: Schmoo, Joe

(SBIT) Case Liaison:

Administrator: Mr. Robert Johnson, Mid-Hudson Elementary School

Reasons/Criteria for Services: A Level 2 score was achieved on the New York State Grade 6 Math Assessment.

Consequences of Not Achieving:

Intervention Curriculum:

Reasons/Criteria for Discontinuance:

Internal Comments:

Report Comments:

Related Areas and Assessments **Edit**

Date	Subject	Assessment/Method	Score	Result	Type
3/15/2007		Grade 6 Mathematics	635	Level 2	Elementary State Assessment

RTI Status **Edit**

Progress Reports **Edit**

Quarter 1 01/25/2008

Bryan has worked very hard this Quarter. He continues to need extra help with multiplying and diving fractions, but has begun to show great progress towards developing these skill further.

Parent Notifications **Edit**

Save **Cancel**

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Once saved, you will be directed back to the **Student Details** page.
Click on the **My Students** tab.

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My Students Messages Letters/Reports Listings Maintenance

Student Details School Year: 2007-2008 Student Letters/Reports Last Name Or ID#

Student Information Edit

Last Name:	Adams	First Name:	Bryan	Middle Name:	
Gen Ed ID#:	9102	Alt ID#:	9102	Gender:	Male
Date of Birth:	1/21/1998	Age:	10 Yrs. 0 Mos.	Social Security #:	
Ethnicity:	White	Native Language:	English	Grade:	07
Designated LEP:	No	Translator:	No		

Guardians (living with student) Edit

Guardians (not living with student) Edit

State/Local Assessments History Edit

To Do Tasks Edit

Intervention Services New Intervention History

Active Intervention 1 Service Log Delete Edit

Intervention:	Math Instruction	Start Date:	09/05/2007	End Date:	06/27/2008
Mode:	Small Group	Freq:	3	Period:	Weekly
Duration:	30 minutes	Scheduled:	Extra Time during the School Day	Funding:	Local
PIR Category:	Math Instruction	Decision:	Continue Services	Status:	Active
Grade:	07	Site:	Mid-Hudson Regional Elementary School	Provider:	Schmoo, Joe
Administrator:	Mr. Robert Johnson, Mid-Hudson Elementary School	Created By:	Batch #4	RTI Level:	

(SBIT) Case Liaison:

Reasons/Criteria for Services: A Level 2 score was achieved on the New York State Grade 6 Math Assessment.

Consequences of Not Achieving:

Intervention Curriculum:

Reasons/Criteria for Discontinuance:

Internal Comments:

Report Comments:

Related Areas and Assessments

Date	Subject	Assessment/Method	Score	Result	Type
3/15/2007		Grade 6 Mathematics	635	Level 2	Elementary State Assessment

RTI Status

Progress Reports

Quarter 1 01/25/2008

Bryan has worked very hard this Quarter. He continues to need extra help with multiplying and diving fractions, but has begun to show great progress towards developing these skill further.

Parent Notifications

Active Intervention 2 Service Log Delete Edit

Active Intervention 3 Service Log Delete Edit

Active Intervention 4 Service Log Delete Edit

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This will bring you back to your original list of students. You may now click on the next student name and enter a Progress Report.

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IEP Direct Medical Direct BOCES Direct Help Logout

My Students Messages Letters/Reports Listings Maintenance

New Student Select

Sites: All Sites 9 Selected Clear Selected Last Name Or ID#

Page View: Ada-Tin Active Students Pending Students Inactive Students

<input checked="" type="checkbox"/>	Adams, Bryan	<input checked="" type="checkbox"/>	Bates, Norman	<input checked="" type="checkbox"/>	Bedwell, Tommy
<input checked="" type="checkbox"/>	Brady, Marcia	<input checked="" type="checkbox"/>	Crow, Sheryl *	<input checked="" type="checkbox"/>	Hall, Annie
<input checked="" type="checkbox"/>	Hart, Cody	<input checked="" type="checkbox"/>	Jordan, Michael	<input checked="" type="checkbox"/>	Tinker, Edith

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